



POSITION ANNOUNCEMENT

Karen B. Salmon, Ph.D.
State Superintendent of Schools

Office of Human Resources · 200 West Baltimore Street · Baltimore, MD 21201 · 410-767-0019 · 410-333-3045 TTY/TDD

DIVISION OF CAREER AND COLLEGE READINESS

August 30, 2019

POSITION TITLE: Education Program Specialist I, **Career and Technical Student Organizations Specialist**

POSITION NUMBER: 039614 (JobAps #19-005055-0029)

SALARY: State Salary Grade 21
Annual Salary Range: \$63,925 - \$93,364

LOCATION: Nancy S. Grasmick Education Building
200 West Baltimore Street
Baltimore, MD 21201

NATURE OF WORK: This is a professional position responsible for providing leadership and technical assistance to Maryland's Career and Technical Student Organizations (CTSO) which are co-curricular learning experiences designed to foster student growth in career programs of study; serves as the state director for Future Business Leaders of America (FBLA), supports FFA and SkillsUSA; serves on career cluster teams to inform improvements, support effective implementation, and monitor implementation of career programs of study in local school systems and postsecondary institutions.

DUTIES AND RESPONSIBILITIES: The Career Programs and Student Organization Specialist is responsible for leading the implementation of Career and Technical Student Organizations; organizing regional and state competitions and conferences; supporting national CTSO competitions; managing fiscal operations and memorandums of understanding for CTSO; serving on career cluster teams; and providing technical assistance and professional learning experiences to local school systems and community colleges to support effective implementation of career programs of study.

MINIMUM QUALIFICATIONS: **EDUCATION:** Master's Degree or equivalent 36 credit hours of post baccalaureate course work in Education, Educational Administration/Supervision, Public Administration, Information Management Systems, Business, Business Management, or in any related field.

EXPERIENCE: Four (4) years of experience facilitating instruction in a career program of study, serving as an advisor for CTSO, or facilitating an educational program directly related to the responsibilities of this position is required. Experience with *business intelligence software* and/or Excel desired; administrative experience in an area related to accountability, information management; or a related field is preferred.

NOTE:

Two years of additional experience as defined above may be substituted for the Master's Degree.

ESSENTIAL REQUIREMENTS: Knowledge of *CTSO Policies and Procedures, Strengthening Career and Technical Education for the 21st Century Act, and Maryland Every Student Succeeds Act Consolidated Plan*; skill in identifying data-informed system-level needs and delivering appropriate programmatic solutions, technical assistance, training, and guidance to address identified needs; skill in responding to problems and inquiries from local school systems, community colleges, and business partners; ability to establish and maintain effective working relationships; ability to communicate clearly and effectively; ability to exercise initiative and sound judgment in making decisions.

AFFIRMING EQUAL OPPORTUNITY IN PRINCIPLE AND PRACTICE

PROCEDURE FOR APPLICATION:

To apply for this position online go to [MSDE Jobs on JobAps](http://MSDEJobs.onJobAps.org) (or complete an MSDE Application on marylandpublicschools.org). On-line applications (and resumes) are the preferred method for receiving your application/attachments. Using this method will allow applicants to access their documents for future recruitments for which they apply and verify that the appropriate documents (resume-credentials) have been attached to the recruitment that requires them. Applicants must include their resume and provide sufficient information on the application to document that they satisfy the minimum qualifications for this recruitment. Please do not put "See Resume" in the job duties section of your application; your application will not be considered.

If you use fax or regular mail as the option to submit required attachments, you will need to resubmit these documents each time you apply for a new position that requires the attachments. Additionally, you must include the following information on each page of the attachment you submit in order to ensure that we append the attachments to the correct recruitment: First and Last Name, Recruitment Number, and the last 4 digits of your SS# and indicate application for – **Education Program Specialist I, Career Programs and Student Organizations Specialist #039614 (JobAps# 19-005055-0029)** Mailing Address: Maryland State Department of Education, Office of Human Resources, 200 West Baltimore Street, Baltimore, Maryland 21201. Fax: 410-333-8950 – This fax number is for Department of Education recruitment actions only.

If you have difficulty with your user account or have general questions about this online application system, please contact the MD Department of Budget and Management, Recruitment and Examination Division at 410-767-4850. For inquiries or an MSDE Application, contact 410-767-0019 or TTY/TDD 410-333-3045 or visit our website at

<http://www.marylandpublicschools.org/about/Pages/OHR/Employment.aspx>

Appropriate accommodations for individuals with disabilities are available upon request

CONDITIONS OF EMPLOYMENT:

Proof of eligibility to work in compliance with the Immigration Reform and Control Act and possible travel throughout the State are required. Any misrepresentation of academic or experience requirements for this position may result in non-selection or termination of employment.

CLOSING DATE:

For immediate consideration please submit your application by **September 20, 2019**
- Open until filled.